



City of Torrance – Torrance Transit

Title: Transit Store Volunteer
Location: 3031 Torrance Blvd., Torrance, CA 90503

Position Overview and Impact:

Torrance Transit, the Torrance public transportation system, is a dynamic organization that readily adapts to the needs of the Torrance Community in providing safe, quality and reliable transit service to the public. The Torrance Transit System has served the community with safe, reliable, low cost public transportation since 1940. A philosophy of community and customer service continues to provide the focus for our efforts.

At the Transit Store, volunteers will assist with questions regarding public transportation, selling bus passes and distributing transit information and brochures.

Key Responsibilities:

- Answer phones and greet/assist customers at the counter
- Open mail/process payments
- Assist transit store manager as needed

Requirements:

- Must be 18 years or older
- Must pass a LiveScan fingerprint background check.
- Friendly disposition and someone who works well with the public

Training & Support:

All Transit Store volunteers are required to go through a brief mandatory volunteer orientation.

Time Commitment:

- 2 to 3 hour shifts, weekdays except for Tuesdays. Volunteer 1-4 days a week.
- Transit store is closed every other Friday (The Transit Department adheres to the City Hall schedule).
- Store is physically closed from 12 p.m. – 1 p.m. on open days.

Benefits of Volunteering:

- Be part of your community – meet a diverse group of people!
- Learn and develop new skills!
- Make a difference in someone's life by helping them find transportation!

Contact Person(s):

Donna Baranowski, Transit Volunteer Coordinator, 310-618-6240

Selection Process:

Apply online at <https://www.volgistics.com/ex/portal.dll/ap?AP=671916624>, select Transit Store Volunteer as your assignment preference. Please provide specific information regarding your skills and experience in the application form.